FSB Standards Configuration Control Board (CCB) Process

Purpose	To allow Flight Software Branch (FSB) documents (guidelines, templates, standards, policies, processes, and procedures) to be baselined and controlled. To ensure availability of consistent versions of these documents.
Scope	This process applies only to document assets listed above. Other assets, such as re-usable code libraries, executable tools, etc., are controlled by the FSB Re-use Library CCB Process.
Entry	• Regularly scheduled meeting date, AND any combination of Inputs ready to review. OR • Special meeting called by CCB Chair.
Exit	• All discussions complete OR • Time limit reached
Inputs	• Discrepancy/Change Requests (DCRs) to baselined documents. • New documents ready for baseline review. • Updated documents ready for baseline review. • Open action Items. • Any other CCB business
Outputs	• Baselined documents. • DCR status/disposition. • Document Repository status. • Action Items. • Minutes.

Roles

CCB Chair:
- Leads the CCB.
- Assigns roles.
- Calls meetings.
- Approves CCB actions.

CCB Co-chair:
- Performs CCB Chair role in the CCB Chair's absence.

CCB Configuration Management Officer (CMO):
- Administers CCB document repository.
- Administers DCR System
- Sends meeting reminder/agenda
- Sends minutes.

CCB Member:
- Reviews documents.
- Provides comments.

Author:
- Writes/modifies documents.
- Recommends documents for baselining.

Consultant:
- Not a permanent CCB Member. Drafted temporarily to assist with technical issues
.

FSB Member:
- Civil Servant or Support Contractor
- Submits DCRs against baselined documents

Tools

- FSB Standards CCB web page at:
  http://fsw.gsfc.nasa.gov/Internal/StandardsCCB/
- FSB Standards CCB document repository at:
  http://fsw.gsfc.nasa.gov/internal/DDB/DDB_Home.cfm?DDBName=StandardsCCB
- FSB Standards CCB DCR system at:
  (TBS – under development)

Tasks

- Plan a CCB Meeting.
- Conduct a CCB Meeting.
- Follow-up a CCB Meeting.
- Enter a Document for Review.
- Review a Document.
- Submit a DCR against a Baselined Document.

Task:
Plan a CCB
Meeting

(CCB CMO)

IF regularly scheduled CCB meeting time **OR** need for special meeting

    IF there are any active DCRs, documents to review, open action items, or other CCB business

        Send reminder with agenda

        EXIT

    ELSE

        Send cancellation notice

        EXIT

    ENDIF

ELSE

    EXIT

ENDIF

Task:
Conduct a CCB
Meeting

(CCB Chair,
members,
consultants)

WHILE there are any new documents to baseline

    Discuss document / reviewer comments

    Reach consensus

    IF agreement to baseline

        Close DCR

        Set document status = baselined in repository

    ELSE

        Assign action item(s)

    ENDIF

ENDWHILE

WHILE there are any open DCRs

    Discuss DCR

    Reach Consensus

    Assign action item(s) and/or change DCR state

ENDWHILE

WHILE there are any open action items

    Discuss actions

    Reach consensus

    Change/assign action item(s)

ENDWHILE

WHILE there is any other CCB business

    Discuss other business

    Reach consensus

    Assign action item(s)

ENDWHILE

Summarize new action items

EXIT

Task: Follow-up a CCB Meeting (CCB CMO)	Prepare meeting minutes List new action items assigned (summary only; details are in the online action item system) Distribute minutes **EXIT**
Task: Enter a Document for Review (CCB CMO)	Go to CCB Document Repository web page Select "Upload New Document" Browse to source document in local directory Fill out document metadata in upload form Click "Submit" to upload document and write metadata to repository database *(Document state in repository = Review)* *(CCB members automatically notified by e-mail)* **EXIT**
Task: Review a Document (CCB members, consultants)	Receive e-mail notification of document available for review Go to CCB Document Repository web page Download subject document Review document Maintain comments for CCB meeting **EXIT**
Task: Submit a DCR against a Baselined Document (Any FSB member)	Go to CCB Document Repository web page Select baselined document Click "Submit DCR" button Fill out Initiator Section of online DCR form Click "Submit" **EXIT**
Ownership	This policy is approved by the Flight Software Branch Head.

Change History

Version	Date	Change
0.1	04/03/03	Initial draft. (This version has PDL task statements instead of flowcharts)
0.2	04/14/03	2nd draft. Includes changes from a review with Elaine 4/11/03.
0.3	06/29/06	DCR #164 - Missing ENDIF in Plan a CCB Meeting task.